Faringdon and District NCT Branch Nearly New Sale Instructions and Terms & Conditions for April and October Sales

Please read the following carefully. It is important that as a seller you follow these guidelines to ensure we maintain the quality of goods sold, which will maximise your sales. We also need to comply with the law.

- Unlike some NCT branches we do not charge you to register for the sale. We also do not restrict the number of sellers we have, so feel free to pass the word on to friends and family.
- NCT members and non-members alike can sell nearly new items.
- Items are sold on a commission basis; 75% of the selling price to you and 25% to the NCT.
- To help cover costs, a registration fee of £1 will be deducted after commission.

If you have never sold at an NCT Nearly New Sale (NNS) before, you will need to read through this section to see how it all works, how your items get sold and how we track them back to you to make sure you get paid properly.

Even seasoned sellers should check through this – over the years we have made various small changes and this is a good chance to make sure you are maximising your chances of successful selling, while making the job easier for all the "shop floor" volunteers and back-room helpers on the day.

The Process for Selling at the Faringdon and District Branch NCT Nearly New Sale

The process runs very simply, and is summarised as follows:

1. Check that the things you intend to sell are on the list of things you can sell – see the last pages of this document for guidance about what is or is not allowed.
2. You label all your items with your seller reference (your initials plus the item number) and the price you wish the buyer to pay. This is really vital to get right - good labelling leads to more sales and ensures the smooth running of the event for everyone
3. You bring all your items on the day of the sale and volunteers put them out on tables / rails for you
4. People buy your things and at the till we cut off and keep one part of your label.
5. At the end of the sale volunteers put unsold items back in your labelled boxes which you brought them in
6. You come along to collect any unsold items.
7. We add up all the labels with your reference on so that we know how much you sold and send you a cheque for the total value, less the commission which goes to the NCT to help us continue our charitable work

Labelling

First – once you have successfully registered for the NNS, you will receive by email from the NNS Co-Ordinator the NCT Faringdon **Sellers Pack Template**.

You must use the new form with label format with a Part A and Part B, and Sellers Packs must be submitted electronically no later than the end of the sale to NNS.Farindon@nct.org.uk.

Completing your labels

Unlike some NCT branches, we don't restrict the number of items you can sell. Just ensure the reference numbers are consecutive (follow the instructions on the form to create extra pages).

✓ Follow the instructions and the spreadsheet will ensure that the details are populated in the correct places

✓ **The prices must be in multiples of 50p** (see below)

✓ Description. People can see the item for themselves of course, but in case your label becomes detached during the sale make sure the description is precise enough to enable us to reunite them. "Trousers" or "Book" is pretty hopeless, whereas "Boys blue cords" or "Winnie the Pooh book" is great. You may also like to confirm whether the item is 'designer', 'complete', 'fully working' or 'brand new' to entice a buyer.

✓ For clothes, your description should include sex and size. Age should be grouped – Newborn / premature, 0-3 months, 3-6 months, 6-12 months, 12-18 months, 18-24 months, 2-3 years, 3-4 years etc. Maternity clothes should show the UK dress size.

✓ If you have to hand-write your labels please write clearly. Using a broad pen such as a felt tip will make your seller name, reference and the price stand out which will really help the NCT team who have to tally nearly 1000 labels during and after the sale.

✓ Print your labels on very thick paper or paste onto thin card. We welcome coloured card and paper as it helps the backroom easily identify different sellers. We have found that paper labels tend to rip / come off clothing so cardboard will prevent this from happening.

✗ Also avoid altering the price on a label (by hand) because it may indicate fraud and so to protect you, we will not sell any item with a label which appears to have been altered. Please write out a new label instead.

Pricing

All prices must be in multiples of 50p to make it easy for buyers to compare items and avoid us having to fiddle around adding things up and making the right change at the tills. Faster service means more things get sold!

Note: Items priced in other formats e.g. £2.99, £1.25 will not be put out on sale.

Suggested price guide. Think carefully about how much YOU would be prepared to pay for an item which you are trying to sell and aim to be realistic in pricing. If you are desperate to be rid of an item, price competitively! Some guidance is given below but a rule of thumb is to charge approximately 25% of the original price:

Clothing		**Toys and Games**	
Sleep suits / vests	50p - £1.50	Baby Gyms	£5-£8
Swimwear	£1 - £2.50	Fluffy toys	50p - £1.50
Trousers	£1 - £4	Jigsaws (ensure complete!)	50p-£3
Slippers and wellies	£1 - £1.50		
Shorts and t-shirts	50p - £1.50	Books	£1-£3
Cardigans & jumpers	£1.50 - £4	DVDs	£1-£3

		Ride on toys	£3-£10

Equipment	
Pushchair / pram	£20-£100
Double pushchair	£30-£100
Cot (no mattress)	£10-£40
Highchair	£10-£30
Booster seats	£4-£8
Safety Gate	£5-£10
Sling/carrier	£5-£30

Please also read the section "After the sale" about how we calculate the NCT commission and your share so that you can take this into account when pricing your things. This is particularly important for larger items so that you can get the balance right between a price low enough to ensure something sells, but gives you enough back for something you spent your money on in the first place.

Attach your labels to your items

Ideal ways to label your items include:

✓ Hole punch the label at the top left corner and **attach using string** this is perfect for larger items such as buggies, chairs and cots

✓ Using crossed string (parcel style) to keep several smaller items such as books together

✓ For clothes tie the label through the care label, a belt loop, or buttonhole or use a safety pin (paper labels tend to come off clothing so please use card).

✗ We prefer you did not use sticky-tape as it sticks to other items and becomes detached and damages items e.g. book covers or game lids. If you do have to use it please ensure it won't damage the item when removed and only use it on **Part A** of the label. If you attach any tape to Part B it cannot be easily cut off at the till to be used to total your sales

Remember: Use **clear tape to attach the label by Part A**, as long as the tape won't damage the item when removed, and Part B is not stuck down at all so it can be easily cut off at the till. Do not use double sided sticky tape.

Some notes about selling (please also refer to 'Things you CAN sell' pages).

Buyers expect to buy goods in '**as good as new**' condition. Make sure that you only sell items you would buy yourself.

Clothes - You will generally find people will buy only the best quality, seasonal items (i.e. summer items sell well in the spring sale; winter items in the autumn sale) and clothes that have been freshly laundered, ironed sell better. Clothing should be put on hangers, as it sells far better then loose or bagged items, and is much more easily displayed for sale. Don't forget you can still 'bundle' clothing items together and put on one hanger or pack smaller items into sets i.e. sleep suits, vests, socks. All clothing must be **labelled and sorted by sex and age** e.g. Newborn / premature, 0-3 months, 3-6 months, 6-12 months, 12-18 months, 18-24 months, 2-3 years, 3-4 years etc.

Shoes – should be in good condition. Please ensure pairs of shoes are clearly labelled with the size and securely tied together as we won't be able to sell one shoe!

Door bouncers – please attach the assembly instructions including a weight limit (if you've lost them, they may be available to download from the manufacturer). Please note we cannot sell the door bouncer if the instructions are not included.

Mains Powered Electrical Equipment - Second hand electrical equipment must meet legal safety requirements and all electrical appliances you wish to sell must be tested and approved by a qualified electrician (PAT tested). This includes electrical equipment that can also run on batteries.

Toys and Equipment – thoroughly clean any equipment and toys. If you still have the packaging and instructions please ensure you include them.

Prams, pushchairs and buggies – must be permanently marked with British Safety Standard BS7409:1996. (N.B. Buggies purchased overseas and/or within Europe are unlikely to conform to British Safety Standards. Without this BS7409 mark we are unable to sell it at our sale). A safety notice must be visible with the name or trademark of the manufacturer and their EC mark. Full operating instructions in English must be supplied which will be headed: IMPORTANT, KEEP FOR FUTURE REFERENCE. Please see 'Things you can sell' pages for full details.

On the day of the sale

Faringdon Leisure Centre, Fernham Road, Faringdon, SN7 7LB

Between 1.15pm and 1.45pm on the day of the sale you will need to bring:

1. All your goods for sale in boxes or suitcases which are each clearly labelled with your name (a large tag tied to the handle or a sheet of paper stuck to the outside with tape is ideal). Remember to mark any box lids with your seller number too in case they become detached. Please do not use bin bags for your items.

2. Email your completed Registration Form(s).

3. A self addressed envelope (if you forget to bring an SAE we will send you your cheque minus a £1.00 administration charge).

You simply leave everything in a designated area and the NCT volunteers will hang clothes on rails according to age and sex and put everything else out on tables around the sales hall. When you drop off your items, you should also sign in so we know that you were there. If you also wish to buy things in the sale, please feel free to go and join the queue to come in when the doors open.

You must label all items as per instructions before you bring them or your goods will not be displayed. Please note that if labels are not securely attached and are separated from an item, then we will be unable to sell that item. Furthermore, we will be unable to return any unlabelled items to you as we have no way of knowing they were yours.

Any items on the list of "things you cannot sell" on the last page of this document will not be put on sale.

Your boxes and cases will be stored out of the way until the end of the sale. At the end of the sale unsold items will be put back in your box or case.

You need to come back to **collect your unsold items at 5:15pm**. Items not collected by 5.30pm **WILL become the property of Faringdon and District NCT Branch and will be donated to charity**. Please also take away your empty boxes (keep them for next time). We have to tidy and vacate the hall completely at the end of the sale, and the NCT do not have any facility for transporting or storing unsold items for you so anything not collected will be donated to charity.

Please note: while every effort is made to ensure security at the sale, the NCT cannot accept responsibility for items that are lost or stolen. Careful and secure labelling will usually minimise the risk of losses.

After the Sale

During and after the sale the back office team will be busily sorting and adding up all the "part B" halves of the labels. From this we will be able to tell you how much you have sold. The NCT keeps a commission to cover our costs and raise some funds to help us carry on our charitable activities locally and nationally. This is **25% of the ticket price** on any one item (or 10% of the ticket price on any one item if you volunteer for the entire event). A £1 admin charge will also be deducted from your proceeds to cover hall hire etc. **A cheque for your earnings will be posted to you within 10 days of the sale. But if you have entered your bank details during online registration you will receive payment by BACS instead, which should be quicker than waiting for payment by cheque and save you a trip to the bank!**

Helping out on the day

There is no requirement for you to personally attend during the sale once you have dropped off your labelled items, but you may wish to be an official helper. If you are interested in helping please subscribe to our mailing list on our website and indicate you're interested in volunteering www.nct.org.uk/faringdon or email the Nearly New Sales Team at NNS.Faringdon@nct.org.uk for more information. Helpers are required to attend from 12 noon until the end of the sale – about 6pm-ish. You will get free refreshments to keep you going, but you might want to bring a sandwich or something to help you get through this busy morning. As always, helpers get first choice to purchase goods before the sale starts.

Find out more on our Facebook page: www.facebook.com/nctfaringdon

Happy selling!

Thank you for taking the time to read and follow these instructions. Whilst they are quite detailed, we hope they are easy to follow and answer all your queries. If you are unsure about anything, please email your query to NNS.Faringdon@nct.org.uk

Things you CAN sell

✓ **Baby or children's clothes up to 8 years old and maternity wear.**
You will generally find people will buy only the best quality, seasonal items (ie summer items sell well in the spring sale; winter items in the autumn sale). Regulations from 1976 specify that hoods of children's outer garments (44cm chest measurement or less) must not be designed to be secured by means of a cord drawn through the material. This is to prevent strangulation.

✓ **Children's Shoes.**
Previously only jellies, wellies and sandals were able to be sold. We are now permitted to sell 'fitted' shoes. Please remember, however, they should be in a nearly new condition.

✓ **Door bouncers, sit in activity centres and baby walkers.**
To minimise the risk of accidents please ensure that door bouncers are sold with assembly instructions including a weight limit (if these are lost, they may be available to download from the manufacturer). Please note we cannot sell the door bouncer if the instructions are not included.

✓ **Mains Powered Electrical Equipment**
Second hand electrical equipment must meet legal safety requirements. If unsafe goods are sold and go on to cause injury or damage you may be liable for compensation. To safeguard against this, any electrical appliance you wish to sell must be tested and approved by a qualified electrician (PAT tested). This also applies to electrical equipment that can also run on batteries.

✓ **Mattresses**
Second hand Second hand mattresses can now be sold providing they have a waterproof cover with no cracks, tears or holes. They must be clean and dry, firm (not soft) and not sagging. 'Ventilated' mattresses cannot be sold, as it is impossible to ensure the inside is kept clean.

✓ **Bumbos**
Bumbo seats (new or second hand) must have a restraining strap. If your Bumbo does not have one of these you can order one from Tomy by calling 01271 336155 (we also have a limited number of straps).

✓ **Nursery equipment including bouncy chairs, stair gates, fireguards, cots and highchairs**
Items must have all the correct fittings with no small items. Check that gaps and openings are not wide enough to trap a baby's head. Supply the manufacturer's instructions if possible as well as any tools provided to assemble the items.

✓ **Carry Cot or Moses Basket Stands**
Stands must be labelled with the size of cot and weight loadings which can be accommodated. They must have a guardrail or a means of stopping the cot from falling off the stand, have a suitable base and be a maximum of 432mm above floor level. In order to comply with General Product Safety Regulations also ensure that the stand comes with instructions for use, that the frame is stable and has not been distorted or modified and that the carrycot can be effectively retained in position on the stand.

✓ **Toys, games, videos and books**
All toys and games must be complete with no sharp edges, loose attachments, peeling paint or seams coming apart – remember this is a *nearly new* sale. All toys should bear the CE or lion mark to show they meet the approved safety standard. Ensure toys with multiple parts are secured or parts may be lost. Please do not sell books which are torn, worn or have missing pages. **Don't forget:** You can sell books and videos about pregnancy and parenting, as well as titles for children

Children's starter bicycles (with a saddle height of less than 635mm from the ground)
These are classed as toys and should also bear the CE or lion mark to show they meet the approved safety standard. If at all possible you should try to provide original instructions on how to adjust and maintain the bicycle.

Upholstered furniture including upholstered cots and highchairs
Upholstered items include any with a covering fabric regardless of whether it covers a filling material. Second hand furniture must comply with the same fire resistance checks as new furniture. Therefore, all items must include a permanent label headed 'Carelessness Causes Fire' with information about the product's ability to pass flammability tests.

Prams, pushchairs and buggies
Items that conform to British Safety Standard BS7409:1996 will be permanently marked as such. (N.B. Buggies purchased overseas and/or within Europe are unlikely to conform to British Safety Standards. Without this BS7409 mark we are unable to sell it at our sale). A safety notice must be visible with the name or trademark of the manufacturer or imported and their EC mark. A permanent notice on the vehicle must state: *Children should be harnessed in at all times and should never be left unattended. The child should be clear of moving parts while making adjustments. This vehicle requires regular maintenance by the user. Overloading, incorrect folding and the use of non-approved accessories may damage or break this vehicle. Read the instructions.* Full operating instructions in English must be supplied which will be headed: IMPORTANT, KEEP FOR FUTURE REFERENCE.

In addition, prams and buggies should have the following:

- Brakes – these should work and be able to stop a loaded machine on a slope and not overly worn tyres which may affect the performance of brakes
- Locking Devices – there should be two locking devices on each machine so that when the main lock is released, the secondary lock prevents the frame from collapsing
- Harness – a secure safety harness must be fitted
- Secure frame - free from sharp edges or exposed parts.

If you have one of the following Maclaren buggies (Volo, Triumph, Quest Sport, Quest Mod, Techno XT, TechnoXLR, Twin Triumph, Twin Techno and Easy Traveller) and intend to sell it at the Nearly New Sale it must be fitted with a hinge safety cover or we cannot sell it. Covers are available, free of charge, from the Maclaren website, http://covers.maclaren.co.uk/

For a full checklist of things you should consider before selling a pram or pushchair please see this document produced by Lincolnshire Trading Standards.
Pram and Pushchair checklist **http://tinyurl.com/pramchecklist**

Cosmetic products
Cosmetics include soap, toothpaste, shampoo, deodorants, perfumes and make up and can only be sold if unopened, originally for sale in the UK and before their use by date. These conditions will ensure that the product meets comprehensive safety requirements for the sale of new cosmetics (Cosmetic Products (Safety) Regulations 2008).

Other items in good condition
such as Bedding including GroBags and similar sleeping bags; changing mats; baby bathing equipment; washable nappies and wraps; activity mats / arches; non bag style babyslings (see below) and sit-and-ride toys

Things you CANNOT sell

Car seats
Although you may offer the car seat of a travel system for a private sale at a later date or on our Private Sale Board, you are not allowed to include the car seat in the price of the travel system. Also, you are not allowed to bring the car seat to the Nearly New Sale venue or to give away the car seat free under the auspices of the NCT.

Manual, battery or mains powered breast pumps
Exception: brand new unopened manual ones

Riding hats or crash helmets (including bicycle helmets)

Hand knitted toys

Toy guns

Teats
Brand new bottles are OK

Larger children's bicycles
Bikes with a saddle height of more than 635mm from the ground (these are not classed as toys)

Bag type baby slings
These slings have been shown to be unsafe and have been associated with baby deaths in the US. In "bag-style" slings, the deep pouch where the baby lies could put the baby in a potentially suffocating, curved position. In addition the fabric, which has an elasticised edge, may cover baby's face or the baby may turn in toward the carer's body, so that they have difficulty breathing. These bag slings also obstruct the baby from the parent's view, due to the high and gathered side panels. The majority of baby carriers and slings are still safe to use, if they hold baby in proper alignment and fit snugly by design and instruction. These safe designs of sling include shallow pouch-style slings e.g. Baby Bjorn, ring slings, soft carriers and wrap slings. The brands and products which cannot be accepted are:

Infantino sling rider Premaxx baby bag	Munchkin cargo sling Boppy carry in comfort	Lamaze close comfort Wendy Bellissimo sling

Jumble – this is a *Nearly New* sale
Stained, torn or well worn clothes; damaged toys or dirty/soiled equipment will not be displayed for sale. The organisers reserve the right not to sell items they consider being of poor quality or which are smoke / pet hair contaminated.

Recalled items (see information about recalls on RAPEX:
http://ec.europa.eu/consumers/dyna/rapex/rapex_archives_en.cfm)

Children's outer garments with a draw string hood